



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH, DEVELOPMENT AND ACQUISITION  
1000 NAVY PENTAGON  
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MEMORANDUM FOR DISTRIBUTION

Subj: OFPP BEST PRACTICES FOR COLLECTING AND USING CURRENT AND  
PAST PERFORMANCE INFORMATION

Encl: (1) OFPP memorandum of May 26, 2000

Enclosure (1) announces the final edition of the subject guide. The text of this report can be found on the Internet at <http://www.arnet.gov/Library/OFPP/BestPractices/pastperformguide.html>. It includes on pages 15, 23 and 25 three Navy "Success Stories" in the use of Past Performance Information (PPI). I congratulate all of the Navy and Marine Corps Commands for their initiative in implementing the PPI procedures. Your successful implementation of PPI should continue to provide cost effective and high quality products and services to the Navy.

Additional examples are needed of competitions in which Past Performance Information enabled us to make prudent business decisions. Please provide details of any current cases to Mary Jablonski, telephone (703) 602-2799 or E-mail [Jablonski.mary@hq.navy.mil](mailto:Jablonski.mary@hq.navy.mil) by July 12, 2000.

Paul P. Buonaccorsi  
Executive Director  
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EXECUTIVE OFFICE OF THE PRESIDENT  
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WASHINGTON, D. C. 20503

OFFICE OF FEDERAL  
PROCUREMENT POLICY

May 26, 2000

MEMORANDUM FOR AGENCY SENIOR PROCUREMENT EXECUTIVES  
AND THE DEPUTY UNDER SECRETARY OF DEFENSE  
(ACQUISITION REFORM)

FROM

**Deidre A. Lee**  
**Administrator**

SUBJECT:

OFPP Best Practices for Collecting and Using Current and Past  
Performance Information

Attached is the Final Edition of the OFPP Best Practices for Collecting and Using Current and Past Performance Information. This edition reflects comments and suggestions received on the DRAFT document, released on April 5, 2000. This document is also available on

You are strongly encouraged to utilize this Best Practices document as part of good contract administration and as a useful tool in the source selection process.

If you have any questions, please contact David Muzio at 202-395-6805, fax 202-395-5105, or by email [dmuzio@omb.eop.gov](mailto:dmuzio@omb.eop.gov) or Yvette Garner at 202-395-7187, by email

Thank you for implementing this important acquisition reform initiative.

Attachment